

CADDIS Connection

May 2005



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Are You Ready for RC Readiness?

The Regional Center Readiness Process was initiated to provide each regional center a structured and customizable approach in preparation for managing regional center tasks associated with CADDIS implementation. Specifically, the RC Readiness Process and supporting materials are being designed to provide regional center project management a tool for:

- Defining the scope of implementation activities at a specific regional center
- Planning and executing implementation tasks
- Assessing overall regional center readiness for implementing CADDIS
- Tracking progress against key implementation milestones
- Identifying and resolving regional center issues and risks
- Developing specific action and/or escalation plans around risks
- Maintaining a focused dialog between the Regional Centers and the CADDIS Project Team regarding implementation issues.

At the core of the RC Readiness is the RC Readiness Checklist. The Checklist is a spreadsheet that contains regional center specific tasks and milestones spread across the various implementation work streams (Project Management, Configurations, Business Process Planning Conversion, Training, Go-Live Support, etc). The Checklist will be a “living” document as each regional center identifies and customizes new tasks to meet specific implementation needs. The checklist will also be used to facilitate RC Readiness status meetings, strategically scheduled in relation to each regional center’s go-live date.

The draft RC Readiness Process and supporting materials were presented to Inland and Valley Mountain Regional Centers in April for review and feedback and were well received. As a result of their recommendation to present the materials to a non-pilot regional center, we visited North Bay and received valuable feedback that we will be incorporating into the final materials for all regional centers to use. We will notify you as soon as the materials are ready for rollout.

Training and Go-Live Schedule

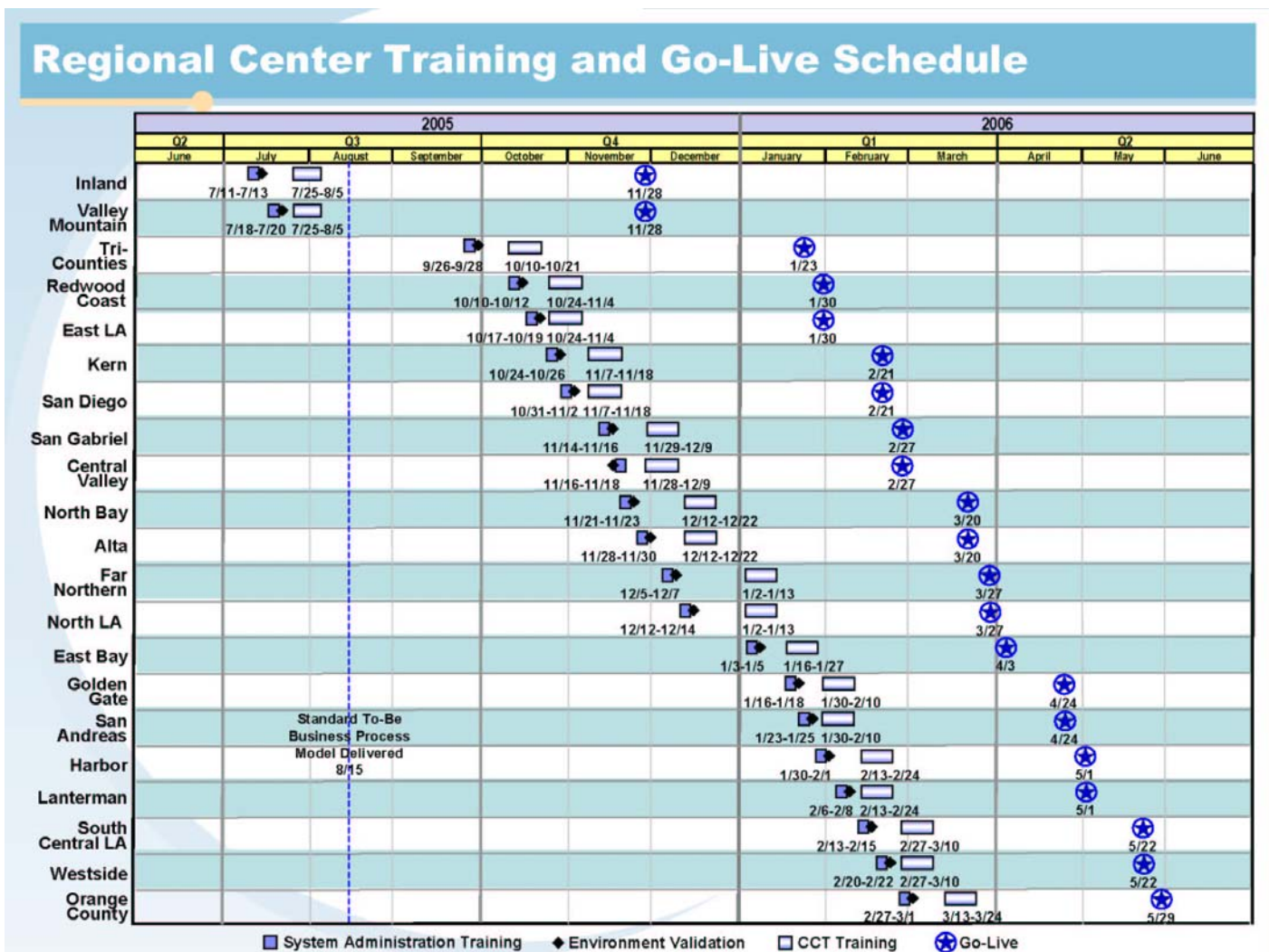
The Training and Go-Live Schedule includes dates for:

- System Administration Training
- Environment Validation
- Certified CADDIS Trainer (CCT) Training
- Go-Live

A daily schedule, with days and times each course will be conducted, is posted on the RC CADDIS Information website at www.dds.ca.gov/rccaddisininfo.

We are still working on documenting the new approach to Ad Hoc Report Writing Training and creating a schedule. It will be published as soon as it is finalized.

If you have any questions about the schedule, please ask your RC's CADDIS Contact.



Cutover and Go-Live Support

A new role of “Cutover and Go-Live Support Lead” has recently been created within the CADDIS Project. This role has been created to support regional centers around the cutover and support phases of an RC’s CADDIS Implementation. This role has recently been filled by Gareth Glover of the Deloitte Team.

Whereas RC Readiness is all about “getting prepared”, cutover and go-live support is all about “being prepared” and going live successfully. Cutover describes the activities that occur at the point in time where each RC transitions from using the SANDIS and UFS systems and “cuts over” to using CADDIS. Go-live support describes the measures and assistance put in place by the RC and the CADDIS team to support the RC’s users through the first days and weeks of operating the new CADDIS system.

Responsibilities of the Cutover and Go-Live Support Lead include:

- Working in partnership with the RC Readiness effort to support the successful implementation of CADDIS at each Regional Center.
- Supporting each Regional Center in the planning and implementation of their cutover and go-live support strategies.
- Acting as a conduit between the CADDIS project and the Regional Center during the cut-over process.

Gareth will be joining the monthly CADDIS Contacts call and looks forward to meeting and working with the regional center CADDIS community.



Did You Know?

Did you know that in the Consumer Trust area, CADDIS will allow for unlimited source of funds on the Allocation record? Additionally, it will not limit the number of source of funds that can be on a Provider Authorization (POS), thus eliminating the need to “combine” benefits.

Frequently Asked Questions



: What standard reports will be in CADDIS?



A complete list of CADDIS reports has been posted to the RC CADDIS Information Home Page at www.dds.ca.gov/rccaddisinfo. The list is categorized by functional area (Consumer, Fiscal, etc.), and includes the report number, name and short description. If you have any questions about the reports, contact your RC's CADDIS Contact. A Report Writers Group has been formed and your Contact, if not already a member of the group, can put you in contact with your RC's report representative.



: Have there been any changes to how CADDIS training will be conducted at the RCs?



We are retaining the basic "Train the Trainer" model for CADDIS training, while looking at ways in which to help RCs meet their training needs. Deloitte will be training selected staff at each RC to become Certified CADDIS Trainers (CCTs), who, in turn, will train the remaining RC staff. However, we did use the experience and feedback we received after the four CCT sessions last year to make some positive changes to our training approach:

- Each RC will now receive its own on-site, nine day, hands-on CCT training session. Each of the four courses - Consumer Case Development, Quality Assurance, Resource Development and Fiscal – will have a 12 student capacity. While we still encourage each RC to send at least two people through the entire nine day session, each RC has the opportunity to send up to 48 people to CCT training (12 students x 4 courses = 48).
- The CADDIS Fundamentals class, conducted just prior to the first CCT course, is being revised to provide a broader overview of CADDIS and focus more on features and benefits. This class will be in presentation format, as opposed to hands-on, and will accommodate a large audience if space permits.
- After CCT training, each RC will have its own section of the training environment to use for end user training.
- More time is being allowed between the end of CCT and "go-live" to accommodate end user training and Business Process Planning (BPP) work at each RC.



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Do you have a suggestion for a CADDIS Connection article or FAQ?

We want to hear it!

Please send your suggestions to *Tamara Wheeler, DDS CADDIS Project*, at twheeler@dds.ca.gov